



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

DATE OF POSTING: September 27, 2006

DATE OF CLOSING: October 11, 2006

TITLE: Clerk Typist

SALARY: \$22,426.50 – \$31,046.52

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Office of Clean Energy
Trenton Office

DESCRIPTION: Under supervision, types and performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

Receives calls from the public, determines their reasons for calling/visiting the NJBPU, and responds appropriately by providing information as required. Answers the telephone and takes messages accurately. Performs varied clerical duties including typing, filing, and ordering office supplies and stocking supplies.

Composes and types simple correspondence. Prepares and keeps records. Addresses, stamps, and mails department correspondence. Maintains mailing lists. Receives, sorts, and distributes incoming letters, packages, and telegrams. Weighs, seals, and stamps outgoing mail and packages. Assists in locating and compiling data for reports. Maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

OPEN TO THE FOLLOWING: State of NJ Residents in all jurisdictions.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESPONSES VIA MAIL, FAX, OR EMAIL:

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